



U.S. General Services Administration

Federal Acquisition Service

CPRM Industry Partner Meeting

Aug 9, 2016

Agenda

- Purpose of the CPRM Industry Partner Meeting
- Next CPRM Release, Sep 1, 2016:
 - Additional Award Date Validation
 - Add Treasury Account Symbol Agency ID and Main Account Code fields to the Order Data form (if enabled)
 - Add Contracting Office Code to the Order Data form (if enabled)
 - Add DUNS Number to Contractor Company Name (Order Data, CAF Payment, IP Contacts)
 - Update Order Mod Data Total Estimated Value field
- Updated Training Modules
- Questions / Answers

Purpose of CPRM Industry Partner Meeting

- A method to share the following:
 - Overview of next release of enhancements
 - Feedback on capabilities/requirements/future enhancements being considered
 - Opportunity to share Industry Partner comments or recommendations
 - Opportunity to discuss issues with the CPRM from the Industry Partner point of view
- Attendees
 - Voluntary
- Frequency
 - Quarterly

September 1, 2016 Release Summary

➤ Enhancements:

- CHG94385 - Additional Award Date Validation
- CHG95135 - Add Treasury Account Symbol Agency ID and Main Account Code fields to the Order Data form (if enabled)
- CHG95428 - Add Contracting Office Code to the Order Data form
- CHG90068 - Add DUNS Number to Contractor Company Name on Order Data and CAF Payment Data form
- CHG92649 - Update the Order Mod Data Total Estimated value field

CHG94385 – Additional Award Date Validation

- The purpose of this change is to minimize data entry errors by adding the following order data validations:
 - Award Date on the Order Data form cannot be earlier than one year before the POP Start Date
 - Award Date on the Order Mod form cannot be earlier than the award date on the original order



CHG94385 – Additional Award Date Validation Order Data Form


Predominant Contract Type : Fixed Price with Economic Price Adjustment ▼


Performance-based Contract : ☐ Yes ☒ No

Issued using GSA assisted services : ☐ Yes ☒ No

Sourcing/Method of Award : ITSS/Assisted Services ▼

Initial Period of Performance : 08/01/2016  to 08/31/2016 

Estimated Ultimate Completion Date : 08/31/2016 

Award Date : 07/24/2014 

Initial Obligated/Funded Amount \$: 100000

Total Obligated/Funded Amount \$: 100000.00

Total Estimated Value \$: 100000

Closed Out? : ☐ Yes

When the form is submitted, the system will enforce this validation



The Award Date must be no earlier than one year prior to the POP Start Date.

CHG94385 – Additional Award Date Validation

Edit Order Mod Data



This information pertains to a modification for an awarded task order as reported by the Prime Industry Partner Awardee.

Order Number : 0400

Contractual Mod Number :



Contract Number :

Initial Order Description : Region 4 Information Technology Support

Period of Performance : 06/15/2009  to 01/31/2013 

Estimated Ultimate Completion Date : 01/31/2013 

Mod Type : Funding Action 

Order Mod Description :   (optional)

Mod Award Date : 07/30/2008 

The Mod Award Date must be equal to or later than the original order's Award Date.

Mod Obligated/Funded Amount : \$10000

Total Obligated/Funded Amount : \$4,763,411.64

Total Estimated Value : \$4813511.04

When the form is submitted, the system will enforce this validation



Submit

Cancel

CHG95135 – Add TAS Agency ID and Main Account Code fields to the Order Data form

- The purpose of this change is to add Treasury Account Symbol Agency ID and Main Account Code fields to the Order Data form.
 - Configurable by Contract Family
 - Options:
 - Do not display fields
 - View Only – Display fields on the Order Data form in View Mode
 - Editable, Optional – Display fields on Order Data form and allow them to be edited * Only editable by GSA
 - Editable, Required – Display fields on Order Data form and make them required * Only editable by GSA

CHG95135 – Add TAS Agency ID and Main Account Code fields to the Order Data form

Initial Obligated/Funded Amount : \$397,707.07
Total Obligated/Funded Amount : \$4,753,411.64
Total Estimated Value : \$4,813,511.04
Invoice Data Amount : \$0.00
Closed Out : No

Treasury Account Symbol Agency ID :	DEPARTMENT OF AGRICULTURE (12)
Main Account Code :	1425

Ordering Contracting Officer :

Organization : Environmental Protection Agency
Issuing Agency : ENVIRONMENTAL PROTECTION AGENCY
Issuing Bureau : ENVIRONMENTAL PROTECTION AGENCY
Contracting Office ID :
Receiving Agency : ENVIRONMENTAL PROTECTION AGENCY
Receiving Bureau : ENVIRONMENTAL PROTECTION AGENCY
Location: Multiple Locations


CHG95428 – Add Contracting Office Code to Order Data form

- The purpose of this change is to add the Contracting Office ID field to the Order Data page
 - Configurable by Contract Family
 - Options:
 - Do not display fields
 - View Only – Display fields on the Order Data form in View Mode
 - Editable, Optional – Display fields on Order Data form and allow them to be edited
 - Editable, Required – Display fields on Order Data form and make them required

CHG95428 – Add Contracting Office Code to Order Data form

Ordering Contracting Officer :

Organization :

Issuing Agency : --Select-- 

Issuing Bureau : --Select-- 

Contracting Office ID : 

← Editable in this
example

CHG90068 – Add DUNS Number to the Contractor Company Name

- The purpose this change is to add DUNS Number information to Contractor Company names displayed in drop down fields to make it easier to distinguish between Company names
 - Order Data page
 - CAF Payment Data page
 - Add Industry Partner Contact page

CHG90068 – Add DUNS Number to the Contractor Company Name (Order Data)

Order Data

This information pertains to an awarded task order as reported by the Prime Industry Partner Awardee.

Contract Number : Contract # - Company Name (DUNS:)

Contract Family : FAS VETS GWAC

Contractor Company : Company Name (DUNS:)

Order Number :

Is this order a sub-order to another order? : ☐ Yes ☐ No

Parent Order Number : -- Select --

Order Description:

Append DUNS
Number to the end of
the Contractor
Company Name

CHG90068 – Add DUNS Number to the Contractor Company Name (CAF Payment)


CAF Payment Data

This information pertains to the reconciliation data needed to properly identify each Contract Access Fee (CAF) payment made by an Industry Partner. Actual payments usually represent contributions from multiple task orders. Therefore, each CAF payment remitted by an Industry Partner Awarded orders that have been reported in this system. For further information regarding the electronic payment information packet please [click here](#).

Contractor Company :

Record Type : ☒ Regular ☐ Reallocation


Report Date : 08/08/2016

Remit Payment Date : 

Voucher Number :

Total CAF Payment Amount : \$

**Append DUNS number
to the end of the
Contractor Company
name**



CHG90068 – Add DUNS Number to the Contractor Company Name (Industry Partner Contact)

CPRM Industry Partner Contact

Name :

Contract Number : Contract # - Company Name . (DUNS:) ▼

Contract Family : OASIS

Contractor Company : Company Name (DUNS:)

Role : Program Manager ▼

Phone Number :

Phone Extn :

Email Address :

Comments:

Append DUNS number to contractor company name

CHG92649 – Update the Order Mod Data Total Estimated Value field

- The purpose this change is to allow authorized users to edit the Total Estimated Value field on the Order Mod data page

CHG92649 – Update the Order Mod Data Total Estimated Value field

Edit Order Mod Data



This information pertains to a modification for an awarded task order as reported by the Prime Industry Partner Awardee.

Order Number :

Contractual Mod Number :

Contract Number :


Initial Order Description :

Period of Performance : 01/02/2001  to 12/31/2005 

Estimated Ultimate Completion Date : 12/31/2005 

Mod Type : -- Select -- 

Order Mod Description :

Mod Award Date : 

Mod Obligated/Funded Amount : \$841550.47

Total Obligated/Funded Amount : \$17,000,000.00

Total Estimated Value : \$17000000.00

Total Estimated Value
is now an editable field

Updated Training Materials

The screenshot shows the GSA ASSIST web application interface. At the top, there is a header with the GSA ASSIST logo, navigation tabs (WELCOME, MY PROFILE, CAF PAYMENTS, ORDERS, INVOICE DATA, CPRM COMMUNICATIONS), and a welcome message with contact information. Below the header, the main content area is titled "Contract Payment Reporting Module". It features an "Action Items" section with a table that currently shows "You have no action items". Below this, there are several modules: "Welcome to the Contract Payment Reporting Module", "Pricing Estimation Tool (PET)", "Directory", "Reports", "Training" (circled in red), and "System Announcements". The "Training" module includes a link to "Access to Training Modules".

GSA ASSIST

Welcome, |
AASBS HELPDESK: 877-472-4877
AASBS.HELPDESK@GSA.GOV

IT-Solutions CPRM

WELCOME MY PROFILE CAF PAYMENTS ORDERS INVOICE DATA CPRM COMMUNICATIONS

Contract Payment Reporting Module

Action Items

Type	Age (Days)	Order Number	Requestor	Contract Family
You have no action items				

Showing 0 results.

Welcome to the Contract Payment Reporting Module

The Module was designed to meet the reporting needs of stakeholders, including the Office of Management and Budget (OMB) and client agencies, and to facilitate the Contract Access Fee (CAF) payment reconciliation by GSA's Industry Partners.

Reports

- [CPRM Task Order Awards](#)
- [CPRM Task Orders by Company](#)

Pricing Estimation Tool (PET)

[Pricing Estimation Tool \(PET\)](#)

Training

[Access to Training Modules](#)

System Announcements

[Entries](#)

Directory

Registration: [Client](#), [Contractor](#), [GSA](#), [Registering for Clients or Contractors](#)

IT-Solutions: [Overview](#), [Web site](#), [GSA](#), [Browser Requirements](#), [Firewall issues](#), [Help Lite - Vendors](#), [Help Lite - Clients](#)

CPRM Informational Links

Updated Training Materials

GSA ASSISTClose Window


FAQs | Tell Me About... | Glossary | Index

Search for a Help DocGo


Help - CPRM Training Modules

The CPRM has a number of training modules to help you learn how to use the system. In each case, please download the PowerPoint show from the links below. Once downloaded to your computer, double-click to start the show.


Module 1
CPRM Industry Partner Overview Training Module
[Last Update: December 2015] The training module below provides a high-level overview of the Industry Partner (Contractor) responsibilities in the Contract Payment Reporting Module (CPRM).

Version	Download
Powerpoint Show - Silent (no audio narration)	 CPRM_Overview_Training_Contractors_100215.ppsx


Module 2
CPRM Advanced Instruction on Workflow and System Access
[Last Update: December 2015] The training module below provides detailed instruction for Contractor Users on the CPRM Contractor Workflow and how to access the CPRM system.

Version	Download
Powerpoint Show - Silent (no audio narration)	 LIVE_CPRM_Advanced_Training_Workflow_Access_Module_Contractors_100215.ppsx
Powerpoint Show - Narrated with audio	Click Here to Access

Module 3
CPRM Advanced Instruction on Order Data and Order Mod Data
[Last Update: December 2015] The training module below provides detailed instruction for Contractor Users on the how to enter Order Data and Order Modification Data into the CPRM System.

Version	Download
Powerpoint Show - Silent (no audio narration)	 LIVE_CPRM_Advanced_Training_Order_Data_Module_Contractors_100215.ppsx
Powerpoint Show - Narrated with Audio	Click Here to Access

Module 4
CPRM Advanced Instruction on Invoice Data and CAF Payment Data
[Last Update: December 2015] The training module below provides detailed instruction for Contractor Users on the how to enter Invoice Data and CAF Payment Data into the CPRM System.

Version	Download
Powerpoint Show - Silent (no audio narration)	 LIVE_CPRM_Advanced_Training_Invoice_CAF_Module_Contractors_100215.ppsx
Powerpoint Show - Narrated with Audio	Click Here to Access

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All Modules were updated in June 2016 and will be updated again for the September 2016 Release

Open Discussion

- Comments
- Feedback
- Questions